

NMCMPS Requirements Tracking Module (RTM)

Lesson 3: Actions at HQ

Steps in Requirements Tracking Module

- Level 1 – Prior to Manpower Claimant
 - Build Request (required, see Lesson 1)
 - Review Requirements (optional)
 - Internally Source (optional)
 - Submit Requirements (required)
 - Validate for Claimant (required)
 - Reject Requirements (optional)
 - Require additional information from Requestor (optional)
 - Cancel Requirements (optional)

Steps in Requirements Tracking Module

- Level 2 – Manpower Claimant
 - Review Requirements (optional)
 - Internally Source (optional)
 - Validate for Headquarters (required)
 - Require Additional Information from Requestor
 - Reject Requirements (optional)

Steps in Requirements Tracking Module

- Level 3 – Headquarters USN
 - HQ Action Officer Review of Requirements (required)
 - Review of requirements by various office codes at HQ (optional)
 - Require additional information from Requestor (optional)
 - Deny requirements
 - Approve Requirements

PURPOSE

- To provide step-by-step instructions for actions at Level 3, HQ
- HQ Action Officers
- HQ Reviewers
- HQ Approval

Kickoff Web Application - Microsoft Internet Explorer

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Address <https://www.ideamatics.net/beta/rtm/nmcmpsaccess/> Go

Web Development System

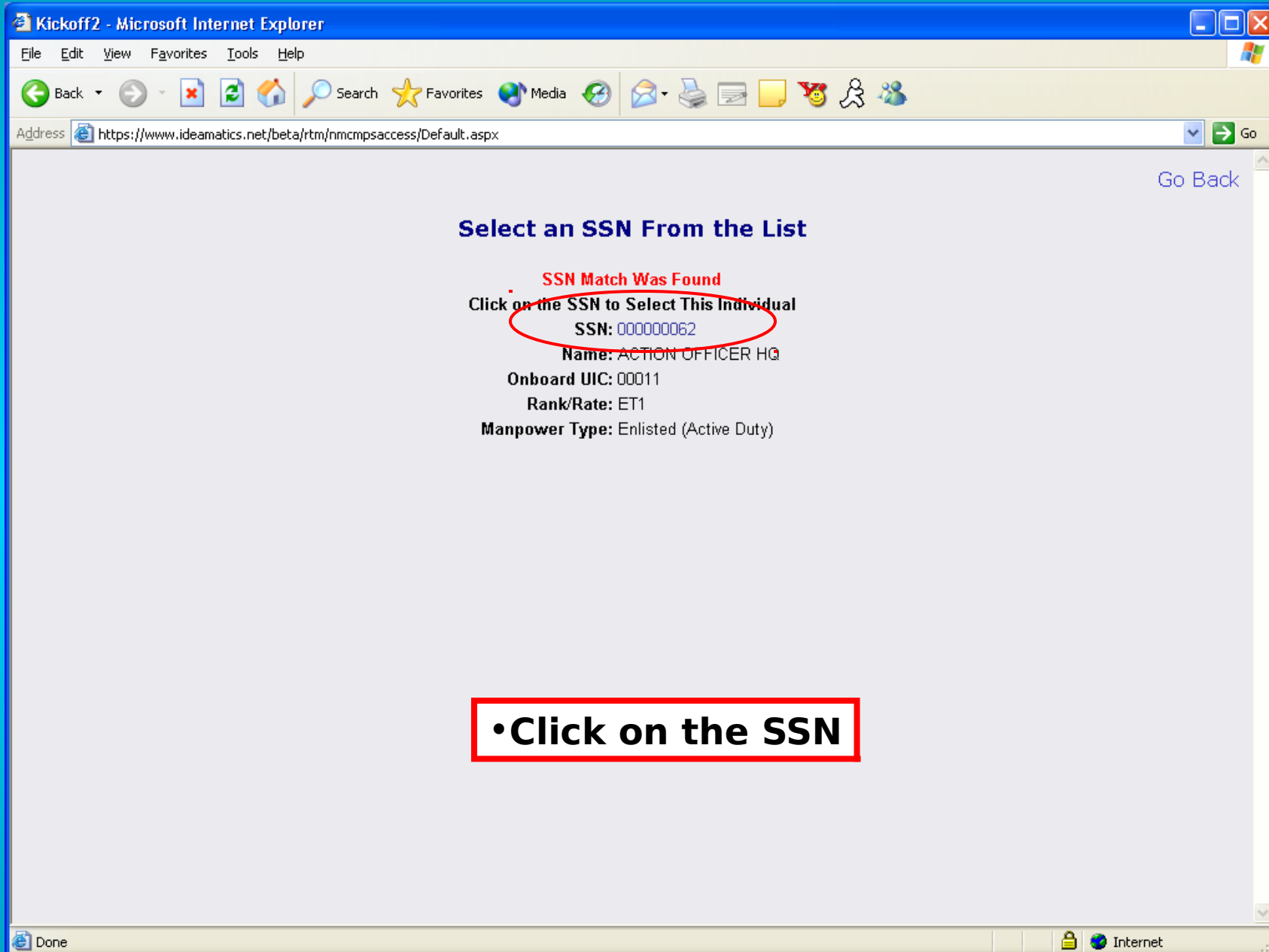
Enter a UIC:

-Or-

Enter a SSN:

- Enter WEB site (NOTE: Production version has a different web-site)
- Enter SSN
- Select "Submit"

Done Internet



NMCMPS - Requirement Tracking Module - Microsoft Internet Explorer


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Address <https://www.ideamatics.net/beta/rtm/AppHome.aspx>

NMCMPS RTM Version 4.0 User: ACTION OFFICER HQ UIC: 00011 Role: Action Officer Help Sign Out

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Requirement Tracking Module

 **Jurisdiction Report for ACTION OFFICER HQ**

Selected Role Jurisdiction Information

UIC: 00011 MANPOWER CLAIMANT: CNO(09BF)

Requires Attention

Status	# Of Requirements
Validated To HQ	16

Status Summary

Status	# Of Requirements
Approved	144
Additional Info Required	1
Additional Info Required By Claimant	5
Denied	1
Expired	2
Pending Submission	48
Reapproval Lapses < 90 days	1
Rejected	1
Rejected By Claimant	3
Reviewed By HQ	5
Sourced	24
Sourced - Open in < 60 days	1
Sourced - Currently Open	56
Planned for Internal Sourcing	1


- Status Screen box appears.
- Note: Requires attention indicates those requirements that are in your 'inbox' for action
- NOTE: Only those requirements that have been "Validated To HQ" by a Manpower Claimant Validator will appear in this status box.

NMCMPs - Requirement Tracking Module - Microsoft Internet Explorer

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Requirement Tracking Module

 **Jurisdiction Report for ACTION OFFICER HQ**

Selected Role Jurisdiction Information
UIC: 00011 **MANPOWER CLAIMANT:** CNO(09BF)

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Pending Submission	48
Reapproval Lapses < 90 days	1
Rejected	1
Rejected By Claimant	3
Reviewed By HQ	5
Sourced	24
Sourced - Open in < 60 days	1
Sourced - Currently Open	56
Planned for Internal Sourcing	1
Planned for Internal Sourcing By Claimant	7
Submitted for Validation	4
Validated To HQ	16

[Refresh](#) ☒ Load Requests ☐ Load Requirements

- “Load” the requirements, again, as discussed in earlier lessons. Click on the ‘hotlink’ number and the requirements will load.
- Again, can load at either “Request” level or IA “Requirement” level.
- Will load these 16 IA requirements at the requirements level.

Request Browse - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.ideamatics.net/beta/rtn/RequestBrowse6.aspx?mode=B&stat=VH&juris=1> Go

NMCMPs RTM Version 4.0 User: ACTION OFFICER HQ UIC: 00011 Role: Action Officer Help Sign Out

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Request Search/Filter

Command Criteria

UIC Type: UIC Code: Manpower Claimant: ☒ Has Jurisdiction

Request Criteria

CRI: Created Date Begin Range: Created Date End Range:

Requestor Name: Authorized By:

Additional Criteria

Contains Requirements with Status: Contains Requirements with Review Group:

Search Clear Fields

[Number of Records Found: 2.]

Drag a column header here to group by that column.

Select	ID	Juris	CRI	Requestor UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created
<input type="checkbox"/>	1065	1	1065	68890	CNI	SYS ADMIN TE...	68890	CAPT SMITH	2004.03.
<input type="checkbox"/>	1104	1	1104	21847	COMPACFLT	REQUESTOR (...)	21847	CAPT JONES	2004.04.

•Note: The 16 IA requirements are contained in 2 Requests.

Done Internet

Request Browse - Microsoft Internet Explorer

Address: <https://www.ideamatics.net/beta/rtm/RequestBrowse6.aspx?mode=B&stat=VH&juris=1>

NMCMPS RTM Version 4.0 User: ACTION OFFICER HQ UIC: 00011 Role: Action Officer Help Sign Out

Home | Build-A-Request | Requests | Requirements | Reports | Table Maintenance | User Admin

Request Search/Filter

Command Criteria

UIC Type: UIC Code: Manpower Claimant: **COMPACFLT** ☒ Has Jurisdiction

Request Criteria

CRI: Created Date Begin Range: Created Date End Range:
Requestor Name: Authorized By:

Additional Criteria

Contains Requirements with Status: Contains Requirements with Review Group:

Search Clear Fields

[Number of Records Found: 1.]

Drag a column header here to group by that column.

Select	ID	Juris	CRI	Requestor UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created
Select	1104	1	1104	21847	COMPACFLT	REQUESTOR (...	21847	CAPT JONES	2004.04.

- Again, can filter using Search/Filters.
- Example: Select COMPACFLT and then "Search"
- Grid now ONLY displays those requests that COMPACFLT is the Manpower Claimant

Request Browse - Microsoft Internet Explorer

Address: <https://www.ideamatics.net/beta/rtn/RequestBrowse6.aspx?mode=B&stat=VH&juris=1>

NMCMPS RTM Version 4.0 User: ACTION OFFICER HQ UIC: 00011 Role: Action Officer Help Sign Out

Home | Build-A-Request | Requests | Requirements | Reports | Table Maintenance | User Admin

Request Search/Filter

Command Criteria
UIC Type: UIC Code: Manpower Claimant: ☒ Has Jurisdiction

Request Criteria
CRI: Created Date Begin Range: Created Date End Range:
Requestor Name: Authorized By:

Additional Criteria
Contains Requirements with Status: Validated To HQ Contains Requirements with Review Group:

Search Clear Fields

[Number of Records Found: 2.]

Drag a column header here to group by that column.

Select	ID	Juris	CRI	Requestor UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> COMPACFLT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Select	1065	1	1065	68890	CNI	SYS ADMIN TE...	68890	CAPT SMITH	2004.03.
<input type="checkbox"/> Select	1104	1	1104	21847	COMPACFLT	REQUESTOR (...)	21847	CAPT JONES	2004.04.

- Another method to filter is to use the filters within the grid.
- Type COMPACFLT in the header line and hit "Enter"

Request Search/Filter

Command Criteria

UIC Type: UIC Code: Manpower Claimant: ☒ Has Jurisdiction

Request Criteria

CRI: Created Date Begin Range: Created Date End Range: Requestor Name: Authorized By:

Additional Criteria

Contains Requirements with Status: Contains Requirements with Review Group:

(Number of Records Found: 2.)

Drag a column header here to group by that column.

Request

Select	ID	Juris	CRI	Requestor UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created
		▼	▼	▼	▼ COMPACFLT	▼	▼	▼	▼
 Select	1104	1	1104	21847	COMPACFLT	REQUESTOR (...	21847	CAPT JONES	2004.04.

- Notice that ONLY those requests with COMPACFLT as the Manpower Claimant are now displayed in the grid.

Request Browse - Microsoft Internet Explorer

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Address <https://www.ideamatics.net/BETA/RTM/RequestBrowse6.aspx?mode=B&stat=VH&juris=1> Go

Request Search/Filter

Command Criteria

UIC Type: UIC Code: Manpower Claimant: ☒ Has Jurisdiction

Request Criteria

CRI: Created Date Begin Range: Created Date End Range:
Requestor Name: Authorized By:

Additional Criteria


Contains Requirements with Status: Contains Requirements with Review Group:

Search Clear Fields

[Number of Records Found: 2.]

Drag a column header here to group by that column.

Request

Select	ID	Juris	CRI	Requestor UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created
	1104	1	1104	21847	COMPACFLT	REQUESTOR (...	21847	CAPT JONES	2004.04.

Done

- Can begin managing the requirements by selecting the request or can 'drill' down to the IA requirements in the grid by selecting the "+" sign.

Request Browse - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://

Requestor Name

Additional Criteria

Contains Requirement

Search Clear

Number of Records

Drag a column

Request

- Shows how you can drill down to the IA requirement level.
- Can either Select the entire request (1)
- Select Line Item (2)
- Select IA requirement (3)
- Will select the by Line Item (2); This allows the HQ Action Officer to 'task' reviewers based on rating/design as will be demonstrated.

Select	ID	Juris	CRI	Requestor UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created
Select 1	1104	1	1104	21847	COMPACFLT	REQUESTOR (... 21847		CAPT JONES	2004.0

Line Items

Select	ID	Rating/Desig.	NEC/NOBC	Pay Grd	Qty	Last Updated
Select 2	192	HM2		E5	3	2004.04.07

Requirements

Select	ID	RTN	Begin Date	End Date	Appr. Thru	Operation	FFA UIC	FFA Re
Select 3	110626	EF-1104-0001	2004.06.01	2006.05.31		EF 1-1		
Select	110627	EF-1104-0002	2004.06.01	2006.05.31		EF 1-1		
Select	110628	EF-1104-0003	2004.06.01	2006.05.31		EF 1-1		

Select 193 AO3 E4 3 2004.04.07

Requirements

Select	ID	RTN	Begin Date	End Date	Appr. Thru	Operation	FFA UIC	FFA Re
Select	110629	EF-1104-0004	2004.06.01	2006.05.31		EF 1-1		

Ready.

Loaded 1 of 1

Done Internet

- By Selecting the Line Item for the HM2 requirements, HQ Action Officer can review the status and info on each of the 3 HM2 requirements within the request.
- Note: Of the 3 HM2 requirements, none have been Validated To HQ. But HQ can see that 1 was planned for internal sourcing and another was sent back to requestor by COMPACFLT for additional information, and finally the other was also sent back to requestor for additional information by Level 1 Validator.
- Therefore HQ Action Officer takes no action on these requirements.
- Note: BUPERS, as a HQ Reviewer could be 'viewing' the status of these medical requirements throughout history of the request from initial build.
- Will Close Line Item and select another.

Requirement Status Summary (Total Requirements: 3)

	Status	Current Requirements	Percentage	
Select	Additional Info Required	1	33.33%	Select
Select	Additional Info Required By Claimant	1	33.33%	Select
Select	Planned for Internal Sourcing	1	33.33%	Select

- Will select the by Line Item for 210X.
- But first will expand view to IA requirement level
- Then scroll across the screen in order to view the Current Status of these 2 medical requirements.

[Number of Records Found: 2.]

Drag a column header here to group by that column.

Request

Select	ID	Juris	CRI	Requestor UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created
					COMPACFLT				
Select	1104	1	1104	21847	COMPACFLT	REQUESTOR (...	21847	CAPT JONES	2004.04.

Line Items

Select	ID	Rating/Desig.	NEC/NOBC	Pay Grd	Qty	Last Updated
Select	192	HM2		E5	3	2004.04.07
Select	193	AO3		E4	3	2004.04.07
Select	194	111X		O2	4	2004.04.07
Select	195	210X		O3	2	2004.04.07

Requirements

Select	ID	RTN	Begin Date	End Date	Appr. Thru	Operation	FFA UIC	FFA Req.
Select	110636	EF-1104-0011	2004.06.01	2006.05.31		EF 1-1		
Select	110637	EF-1104-0012	2004.06.01	2006.05.31		EF 1-1		
Select	196	ABE2		E2	10	2004.04.07		

• By scrolling to the right, you can see that both requirements have been Validated To HQ (VH), both are in support of same crisis, and were last updated on 2004.04.07

Request Cr

CRt:

Requestor N

Additional C

Contains Requirements with Status: Validated To HQ

Contains Requirements with Review Group:

Search

Clear Fields

[Number of Records Found: 2.]

Drag a column header here to group by that column.

Request

Sec. Clr.	CrisisCode	Status	Recall Status	Extract Date	Last Updated
	9FG	VH			2004.04.07
	9FG	VH			2004.04.07

Ready.

Loaded 1 of 1

- Now "Select" the Line Item to take action on these 2 IA requirements.

Request Criteria

CRI: Requestor Name: Authorized By:

Additional Criteria

Contains Requirements with Status: Contains Requirements with Review Group:

[Number of Records Found: 2.]

Drag a column header here to group by that column.

Request

Select	ID	Juris	CRI	Requestor UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created
		▼	▼	▼	▼ COMPACFLT	▼	▼	▼	▼
Select	1104	1	1104	21847	COMPACFLT	REQUESTOR (...	21847	CAPT JONES	2004.04.

Line Items

Select	ID	Rating/Desig.	NEC/NOBC	Pay Grd	Qty	Last Updated
Select	192	HM2		E5	3	2004.04.07
Select	193	AO3		E4	3	2004.04.07
Select	194	111X		O2	4	2004.04.07
Select	195	210X		O3	2	2004.04.07

Requirements

Select	ID	RTN	Begin Date	End Date	Appr. Thru	Operation	FFA UIC	FFA Req.
Select	110636	EF-1104-0011	2004.06.01	2006.05.31		EF 1-1		
Select	110637	EF-1104-0012	2004.06.01	2006.05.31		EF 1-1		
Select	196	ABE2		E2	10	2004.04.07		

Line Item - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: ACTION OFFICER HQ UIC: 00011 Role: Action Officer [Help](#)

Line Item [Update Line item](#) [Comments](#) [Audit Log](#) [Close Line Item](#)

[Request Information](#)
CRI: 1104 **Date Created:** 2004.04.07 **Authorized By:** CAPT JONES **Requestor:** REQUESTOR (STENNIS)

[Line Item Information](#)
Rating/Designator : 210X **NEC/NOBC :** **Pay Grade:** O3 **Quantity:** 2

Requirements (2 requirements) [Refresh Grid](#) [Select All](#) [Clear All](#) [Add](#) [Delete](#) [Global Update](#)

Select	RTN	Begin Date	End Date	Appr. Thru	BIN	Paragraph	Line	Crisis Code	Recall Status	Status	Updated	
Select	<input type="checkbox"/>	EF-1104-0011	2004.06.01	2006.05.31				9FG		VH	2004.04.07	Select
Select	<input type="checkbox"/>	EF-1104-0012	2004.06.01	2006.05.31				9FG		VH	2004.04.07	Select

Requirement Status Summary (Total Requirements: 2)

Status	Current Requirements	Percentage	
Select Validated To HQ	2	100.00%	Select

- The Line Item screen appears.
- Notice again, that both requirements have been Validated To HQ for action.

Line Item - Microsoft Internet Explorer

HMCMPs RTM Version 4.0 User: ACTION OFFICER HQ UIC: 00011 Role: Action Officer Help

Line Item Update Line Item Comments Audit Log Close Line Item

Request Information
CRI: 1104 Date Created: 2004.04.07 Authorized By: CAPT JONES Requestor: REQUESTOR (STENNIS)

Line Item Information
Rating/Designator : 210X NEC/NOBC : Pay Grade: O3 Quantity: 2

Requirements (2 requirements) Refresh Grid

Select All Clear All Add Delete Global Update

Select	RTN	Begin Date	End Date	Appr. Thru	BLN	Paragraph	Line	Crisis Code	Recall Status	Status	Updated	Select
<input checked="" type="checkbox"/>	EF-1104-0011	2004.06.01	2006.05.31					9FG		VH	2004.04.07	Select
<input checked="" type="checkbox"/>	EF-1104-0012	2004.06.01	2006.05.31					9FG		VH	2004.04.07	Select

Requirement Status Summary (Total Requirements: 2)

Status	Current Requirements	Percentage	Select
Validated To HQ	2	100.00%	Select

- Select "Select All" (1)
- Check box indicates requirements have been selected.(2)
- Select "Global Update: (3)

Requirement Global Update -- Web Page Dialog

NMCMPS RTM Version 4.0 User: ACTION OFFICER HQ UIC: 00011 Role: Action Officer Help

Request Status: Validated To HQ

▼ Requestor Information

▼ Personnel Need

▼ Destination

▼ Orders Information

▼ Billet Information

▼ By Name Candidate

▼ **Review Information**

▼ Recommendations

▼ Source History

▼ Update Errors

Select the desired reviewers for this requirement:

- ☐ N095 (Director Naval Reserve)
- ☐ N097 (Chief of Chaplains)
- ☐ N09A (CHINFO)
- ☐ N09BL (Legal/OJAG)
- ☐ N132D8 (Linguists)
- ☐ N2/N131I (Intelligence)
- ☐ N2C (Dep Dir Cryptology)
- ☐ N34 (Naval Security Force)
- ☐ N44B (Sea Bees)
- ☐ N931 (Surgeon General/Bumed)

Edit Status Edit Requirement(s) Save Cancel Close * REQUIRED FIELDS — TRANSFERRED TO NIPRNET

- HQ Action Officer will review IA requirements.
- They may determine that another section at HQ should review requirement.
- Since these are medical requirements, HQ can 'send' to N931 for review
- NOTE: Office Codes available for selection is a table provided by HQ and can be modified at anytime.

Requirement Global Update -- Web Page Dialog

NMCMPS RTM Version 4.0 User: **ACTION OFFICER HQ** UIC: **00011** Role: **Action Officer** [Help](#)

Request Status: Validated To HQ

▼ Requestor Information Select the desired reviewers for this requirement:

▼ Personnel Need

▼ Destination

▼ Orders Information

▼ Billet Information

▼ By Name Candidate

▼ **Review Information**

▼ Recommendations

▼ Source History

▼ Update Errors

☐ N095 (Director Naval Reserve)

☐ N097 (Chief of Chaplains)

☐ N09A (CHINFO)

☐ N09BL (Legal/OJAG)

☐ N132D8 (Linguists)

☐ N2/N131I (Intelligence)

☐ N2C (Dep Dir Cryptology)

☐ N34 (Naval Security Force)

☐ N44B (Sea Bees)

☒ N931 (Surgeon General/Bumed)

[Edit Status](#) [Edit Requirement\(s\)](#) **Save** [Cancel](#) [Close](#) * REQUIRED FIELDS — TRANSFERRED TO NIPRNET

- HQ Action Officer determines that N931 should review this requirement. Indicate by clicking in the box. A checkmark will appear.
- Then select "Save"

- Will now log off system as HQ Action Officer Role and log back into the system as HQ Reviewer Role in next screen.

NMCMPS - Requirement Tracking Module - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.ideamatics.net/BETA/rtm/AppHome.aspx> Go

NMCMPS RTM Version 4.0 User: REVIEWER HQ UIC: 00011 Role: HQ Reviewer Help Sign Out

Home Build-A-Request Requests Requirements Reports Table Maintenance User Admin

Requirement Tracking Module

Jurisdiction Report for REVIEWER HQ

Selected Role Jurisdiction Information
UIC: 00011 MANPOWER CLAIMANT: CNO(09BF)

Status Summary

Status	# Of Requirements
Approved	144
Additional Info Required	1
Additional Info Required By Claimant	5
Denied	1
Expired	2
Pending Submission	48
Reapproval Lapses < 90 days	1
Rejected	1
Rejected By Claimant	3
Reviewed By HQ	5
Sourced	24
Sourced - Open in < 60 days	1
Sourced - Currently Open	56
Planned for Internal Sourcing	1
Planned for Internal Sourcing By Claimant	7
Submitted for Validation	1
Validated To HQ	16

- Notice: There is NO "Requires Attention" Status box.
- HQ Reviewers must conduct a search of the requirements.
- Click on the "Validated To HQ" status (This is one of several ways)

- Reviewer at N931 will select “N931 (Surgeon General/BUMED)” in the Review Group.
- Then Search to return those requirements that have N931 marked as a reviewer by the HQ Action Officer.

Requirement Browse - Microsoft Internet Explorer

Request Criteria

CRI: Created Date Begin Range: Created Date End Range:

Requestor Name: Authorized By:

Requirement Criteria

Date Search Type: During Range Begin Range: End Range:

RTN: Crisis Code: Clearance: Billet Category:

NEC/NOBC: Rating/Desig: Pay Grade: Operation:

Paragraph: Line: ☐ JMD Billet

Additional Criteria

Status: Validated To HQ Review Group: N931 (Surgeon General/Bumed)

[Number of Records Found: 16.]

Drag a column header here to group by that column.

Requirements

Select	ID	RTN	CRI	Juris	Req UIC	Mjr. Clmt.	Requestor	Dest UIC	NEC/NO
Select	110429	EF-1065-0002	1065	1	68890	CNI	SYS ADMIN TE...	68890	
Select	110633	EF-1104-0008	1104	1	21847	COMPACFLT	REQUESTOR (...	21847	
Select	110634	EF-1104-0009	1104	1	21847	COMPACFLT	REQUESTOR (...	21847	
Select	110635	EF-1104-0010	1104	1	21847	COMPACFLT	REQUESTOR (...	21847	
Select	110636	EF-1104-0011	1104	1	21847	COMPACFLT	REOUESTOR (...	21847	

Done

Requirement Search/Filter

Command

UIC Type:

Request C

CRI:

Requestor

Requirement

Date Search Type: During Range Begin Range: End Range:

RTN: Crisis Code: Clearance: Billet Category:

NEC/NOBC: Rating/Design: Pay Grade: Operation:

Paragraph: Line: JMD Billet

Additional Criteria

Status: Validated To HQ Review Group: N931 (Surgeon General/Bumed)

Search AdHoc Tool Clear Fields

- Notice the 2 requirements are displayed in the grid.
- N931 reviewer then selects "Select" to begin his review on each requirement.

[Number of Records Found: 2.]

Drag a column header here to group by that column.

Requirements

Select	ID	RTN	CRI	Juris	Req UIC	Mjr. Clmt.	Requestor	Dest UIC	NEC/NO
Select	110636	EF-1104-0011	1104	1	21847	COMPACFLT	REQUESTOR (...	21847	
Select	110637	EF-1104-0012	1104	1	21847	COMPACFLT	REQUESTOR (...	21847	

Requirement - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: REVIEWER HQ UIC: 00011 Role: HQ Reviewer Help

RTN: EF-1104-0011 Service: USN Begin Date: 2004.06.01 End Date: 2006.05.31 Status: Validated To HQ

Requestor Information
Personnel Need
Destination
Orders Information
Billet Information
By Name Candidate
Review Information
Recommendations
Source History

Final Recommendations
Component: Reserve Authority:

Add Recommendation

Page 1

Date	Name	Rec. Comp.	Recommendation

Edit Status Edit Requirement View Comments Save Cancel Close

[Comment Report](#) [Audit Log](#)

* REQUIRED FIELDS TRANSFERRED TO NIPRNET

- Reviewer selects the “Recommendations” tab.
- Then selects “Edit Requirement”

Requirement - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: REVIEWER HQ UIC: 00011 Role: HQ Reviewer Help

RTN: EF-1104-0011 Service: USN Begin Date: 2004.06.01 End Date: 2006.05.31 Status: Validated To HQ

Requestor Information

Personnel Need

Destination

Orders Information

Billet Information

By Name Candidate

Review Information

Recommendations

Source History

Final Recommendations

Component: Reserve Authority:

Add Recommendation

Page 1

Date	Name	Rec. Comp.	Recommendation
------	------	------------	----------------

Edit Status Edit Requirement Edit Comments Save Cancel Close [Comment Report](#) Audit Log

* REQUIRED FIELDS — TRANSFERRED TO NIPRNET

•Select “Add Recommendation”

Recommendation -- Web Page Dialog

Recommendation By: REVIEWER HQ

Recommendation: RECOMMEND APPROVAL ▼

Recommended Component: RESERVE ▼

Date: 2004.04.08

Recommend RC source.
Can even list information on a particular Sailor that should be activated to fill this requirement

Add Cancel

- Recommendation screen appears.
- Select "Recommend Approval" or "Recommend Denial"
- Select "ACTIVE" or "RESERVE" in Recommended Component
- Then make appropriate comments
- Select "Add"

Requirement - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: REVIEWER HQ UIC: 00011 Role: HQ Reviewer Help

RTN: EF-1104-0011 Service: USN Begin Date: 2004.06.01 End Date: 2006.05.31 Status: Validated To HQ

Requestor Information
Personnel Need
Destination
Orders Information
Billet Information
By Name Candidate
Review Information
Recommendations
Source History

Final Recommendations

Component: Reserve Authority:

Add Recommendation

Page 1

	Date	Name	Rec. Comp.	Recommendation
Select	2004.04.08	REVIEWER HQ	RC	A

Edit Status Edit Requirement Edit Comments Save Cancel Close [Comment Report](#) Audit Log

* REQUIRED FIELDS — TRANSFERRED TO NIPRNET

• Notice now there is a recommendation in the “Recommendations” tab.

- Will now sign off as HQ Reviewer and sign back in under HQ Action Officer Role again.
- Will begin next screen after filtering on those requirements for COMPACFLT that have been validated for HQ. (were we left off earlier in lesson)

Request Browse - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.ideamatics.net/BETA/RTM/RequestBrowse6.aspx?mode=B&stat=VH&juris=1> Go

NMCMPs RTM Version 4.0 User: ACTION OFFICER HQ UIC: 00011 Role: Action Officer Help Sign Out

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Request Search/Filter

Command Criteria

UIC Type: UIC Code: Manpower Claimant: COMPACFLT ☒ Has Jurisdiction

Request Criteria

CRI: Created Date Begin Range: Created Date End Range: Requestor Name: Authorized By:

Additional Criteria

Contains Requirements with Status: Validated To HQ Contains Requirements with Review Group:

Search Clear Fields

(Number of Records Found: 1.)

Drag a column header here to group by that column.

Request

Select	ID	Juris	CRI	Requestor UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created
Select	1104	1	1104	21847	COMPACFLT	REQUESTOR (...	21847	CAPT JONES	2004.04.

- Again, have 1 Request that has IA requirements that have been Validated To HQ for action.
- Select "Select"

Request - Microsoft Internet Explorer

NMCMPs RTM Version 4.0 User: ACTION OFFICER HQ UIC: 00011 Role: Action Officer Help

•Select the 15 IA requirements that have been Validated To HQ for action.

CR#: 1104 Date Created: 2004.04.07 Authorized By: CAPT JONES Create Approval Package

Requestor Information

Name: REQUESTOR (STENNIS)
UIC : 21847 UIC Name: CVN 74 JOHN C STENNIS

Submitted on Behalf Of Information

Name:
UIC : UIC Name:

Destination Information

Manpower Claimant : COMPACFLT
UIC : 21847 UIC Name: CVN 74 JOHN C STENNIS

Line Items (5 line items) Refresh Grid Select All Clear All Add Delete Global Update

Select	Rating/Desig.	NEC/NOBC	Pay Grade	Qty	
Select <input type="checkbox"/>	HM2		E5	3	Select
Select <input type="checkbox"/>	AO3		E4	3	Select
Select <input type="checkbox"/>	111X		O2	4	Select
Select <input type="checkbox"/>	210X		O3	2	Select
Select <input type="checkbox"/>	ARF2		F2	10	Select

Requirement Status Summary (Total Requirements: 22)

Status	Current Requirements	Percentage	
Select Additional Info Required	1	4.55%	Select
Select Additional Info Required By Claimant	4	18.18%	Select
Select Rejected	1	4.55%	Select
Select Planned for Internal Sourcing	1	4.55%	Select
Select Validated To HQ	15	68.18%	Select

- Again, as already discussed, can manage and review each individual requirement, or select numerous or all requirements for global update.
- Will "Select All"
- Then "Global Update"

Requirements (15 requirements) [Refresh Grid](#)

[Select All](#) [Clear All](#) [Delete](#) [Global Update](#)

Select	RTN	Begin Date	End Date	Appr. Thru	BIN	Paragraph	Line	Crisis Code	Status	Recall Status	Updated	
Select	<input checked="" type="checkbox"/>	EF-1104-0008	2004.06.01	2006.05.31				9FG	VH		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0009	2004.06.01	2006.05.31				9FG	VH		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0010	2004.06.01	2006.05.31				9FG	VH		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0011	2004.06.01	2006.05.31				9FG	VH		2004.04.08	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0012	2004.06.01	2006.05.31				9FG	VH		2004.04.08	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0013	2004.06.01	2006.05.31				9FG	VH		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0014	2004.06.01	2006.05.31				9FG	VH		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0015	2004.06.01	2006.05.31				9FG	VH		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0016	2004.06.01	2006.05.31				9FG	VH		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0017	2004.06.01	2006.05.31				9FG	VH		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0018	2004.06.01	2006.05.31				9FG	VH		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0019	2004.06.01	2006.05.31				9FG	VH		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0020	2004.06.01	2006.05.31				9FG	VH		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0021	2004.06.01	2006.05.31				9FG	VH		2004.04.07	Select

Requirement Global Update -- Web Page Dialog

HMCMPMS RTM Version 4.0 User: ACTION OFFICER HQ UIC: 00011 Role: Action Officer Help

Request Status: Validated To HQ

Requestor Information

Requestor

Requestor Name: REQUESTOR (STENNIS)

UIC : 21847

UIC Name: CVN 74 JOHN C STENNIS

Submitted on Behalf Of

Requestor Name:

UIC :

UIC Name:

Manpower Claimant: COMPACFLT

Authorized By: CAPT JONES

CRI: 1104

Personnel Need

Destination

Orders Information

Billet Information

By Name Candidate

Review Information

Recommendations

Source History

Update Errors

Edit Status Edit Requirement(s) Save Cancel Close

* REQUIRED FIELDS — TRANSFERRED TO NIPRNET

- HQ Action Officer finishes reviews and selects “Edit Status” to take action on the requirement(s).

Status -- Web Page Dialog

Current Status: Validated To HQ Recall Status:

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: ✓	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input type="checkbox"/>
Submitted To <input type="text"/> : ✓	Validated To HQ: ✓	Approved: <input type="checkbox"/>
Planned For Internal Sourcing: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Validated To Claimant : ✓	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		
Rejected: <input type="checkbox"/>		
Canceled: <input type="checkbox"/>		

Sourcing

Sourced:

[Refresh](#)

- HQ Action Officer user can only indicate requirement has been “Reviewed” or send requirement back to requestor for “Additional Info Required”.

Status -- Web Page Dialog

Current Status: Validated To HQ Recall Status:

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: <input checked="" type="checkbox"/>	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input checked="" type="checkbox"/>
Submitted To <input type="text"/> : <input checked="" type="checkbox"/>	Validated To HQ: <input checked="" type="checkbox"/>	Approved: <input type="checkbox"/>
Planned For Internal Sourcing: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Validated To Claimant : <input checked="" type="checkbox"/>	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		
Rejected: <input type="checkbox"/>		
Canceled: <input type="checkbox"/>		

Sourcing

Sourced:

[Refresh](#)

- If HQ Action Officer is 'satisfied' with validity of requirement and recommends approval, then indicates by selecting "Reviewed" then "Save".

Status -- Web Page Dialog

Current Status: Reviewed By HQ **Recall Status:**

Level 1 (Prior To Claimant)

Pending Submission: ☒

Submitted To : ☒

Planned For Internal Sourcing: ☐

Validated To Claimant : ☒

Additional Info Required: ☐

Rejected: ☐

Canceled: ☐

Level 2 (Manpower Claimant)

Planned For Internal Sourcing: ☐

Validated To HQ: ☒

Additional Info Required: ☐

Rejected: ☐

Level 3 (Headquarters)

Reviewed: ☒

Approved: ☐

Denied: ☐

Additional Info Required: ☐

Sourcing

Sourced:

[Refresh](#) [Close](#)

- Notice: Current Status immediately changes to “Reviewed by HQ”.
- The requirement is now in the inbox of the HQ Approver role in “Requires Attention” status.

- HQ Action Officer can also send the requirement back to the requestor by indicating “Additional Info Required”. As with the Level 1 Validator and Manpower Claimant Validator, the requirement would then be in the requestor’s ‘inbox’ in a Requires Attention Status. Will skip that step.
- Will now sign off as HQ Action Officer and login as HQMC Approval Role.

NMCMPS - Requirement Tracking Module - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Address <https://www.ideamatics.net/BETA/rtm/AppHome.aspx> Go

NMCMPS RTM Version 4.0 User: APPROVE HQ UIC: 00011 Role: Approve Help Sign Out

Home Build-A-Request Requests Requirements Reports Table Maintenance User Admin

Requirement Tracking Module

 **Jurisdiction Report for APPROVE HQ**

Selected Role Jurisdiction Information
UIC: 00011 MANPOWER CLAIMANT: CNO(09BF)

Requires Attention

Status	# Of Requirements
Reapproval Lapses < 90 days	1
Reviewed By HQ	20

Status Summary

Status	# Of Requirements
Approved	144
Additional Info Required	1
Additional Info Required By Claimant	5
Denied	1
Expired	2
Pending Submission	48
Reapproval Lapses < 90 days	1
Rejected	1

- Notice: Requires Attention 'inbox' contains those requirements that have been "Reviewed by HQ" as well as those that have already been Approved previously but Approval is Lapsing (90, 60, and 30 day notification)
- Select 'hotlink' number to load the 20 requirements that have been Reviewed By HQ. (Load at Request Level)

Request Browse - Microsoft Internet Explorer

Address <https://www.ideamatics.net/BETA/rtm/RequestBrowse6.aspx?mode=B&stat=RVD&juris=1>

NMCMPS RTM Version 4.0 User: APPROVE HQ UIC: 00011 Role: Approve Help Sign Out

Home | Build-A-Request | Requests | Requirements | Reports | Table Maintenance | User Admin

Request Search/Filter

Command Criteria

UIC Type: UIC Code: Manpower Claimant: ☒ Has Jurisdiction

Request Criteria

CRI: Created Date Begin Range: Created Date End Range:

Requestor Name: Authorized By:

Additional Criteria

Contains Requirements with Status: Contains Requirements with Review Group:

Search Clear Fields

[Number of Records Found: 4.]

Drag a column header here to group by that column.

Request

Select	ID	Juris	CRI	Requestor UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created
Select	1035	1	1035	68890	COMLANTFLT	SYS ADMIN TE...	00063	SYS ADMIN TE...	2004.03.
Select	1055	1	1055	55205	CMC	REQUESTOR T...	55205	IMEF	2004.03.
Select	1073	1	1073	21847	COMPACFLT	REQUESTOR (...	21847	ADM JONES	2004.03.
Select	1104	1	1104	21847	COMPACFLT	REQUESTOR (...	21847	CAPT JONES	2004.04.

•Select the requirement approver desires to take for action.

Done Internet

Request - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: **APPROVE HQ** UIC: **00011** Role: **Approve** [Help](#)

Request [Delete Request](#) [Update Request Info](#) [Comments](#) [Audit Log](#) [Close Request](#)

CRI: 1104 **Date Created:** 2004.04.07 **Authorized By:** CAPT JONES [Create Approval Package](#)

[Requestor Information](#)

Name: REQUESTOR (STENNIS)
UIC : 21847 **UIC Name:** CVN 74 JOHN C STENNIS

[Submitted on Behalf Of Information](#)

Name:
UIC : **UIC Name:**

[Destination Manpower](#)

UIC : 2

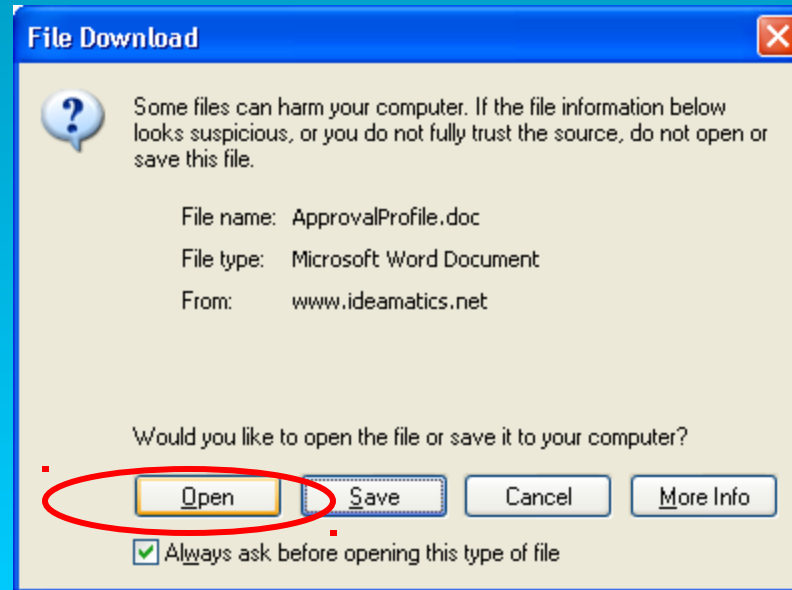
- There are 15 IA requirements within this request that have been "Reviewed By HQ".
- After discussions with AO, decision was made to recommend approval of all 15 requirements.
- Select "Create Approval Package"

Line Item [Global Update](#)

Select	<input type="checkbox"/>	HM2	E5	3	Select
Select	<input type="checkbox"/>	AO3	E4	3	Select
Select	<input type="checkbox"/>	111X	O2	4	Select
Select	<input type="checkbox"/>	210X	O3	2	Select
Select	<input type="checkbox"/>	ARF2	F2	10	Select

Requirement Status Summary (Total Requirements: 22)

Status	Current Requirements	Percentage	
Select Additional Info Required	1	4.55%	Select
Select Additional Info Required By Claimant	4	18.18%	Select
Select Rejected	1	4.55%	Select
Select Reviewed By HQ	15	68.18%	Select
Select Planned for Internal Sourcing	1	4.55%	Select



- Pop-up Window appears.
- Select “Open” or “Save”
- Will select “Open”

1 2 3 4 5 6 7

Request Approval Package

Date: 2004.04.08 0939

CRI: 1104

Requestor: REQUESTOR (STENNIS)

Requestor UIC: 21847 (CVN 74 JOHN C STENNIS)

Authorized By: CAPT JONES

Destination UIC: 21847 (CVN 74 JOHN C STENNIS)

Manpower Claimant: COMPACFLT

Total Approval Package Requirements: 15

Requirement Breakdown

Officers:

Designator	NOBC	Begin Date	End Date	Count
111X		2004.06.01	2006.05.31	3
210X		2004.06.01	2006.05.31	2

Enlisted:

Rating	NEC	Begin Date	End Date	Count
ABE2		2004.06.01	2006.05.31	10

Approved: _____ **Date:** _____

- Approval Package is generated.
- Package is presented to the Admiral for approval/disapproval of requirements
- Example: Admiral approves all with the exception of 2 of the ABE2 requirements. Makes his notes and signs.

Request - Microsoft Internet Explorer

HMCMPs RTM Version 4.0 User: APPROVE HQ UIC: 00011 Role: Approve Help

Request Delete Request Update Request Info Comments Audit Log Close Request

CRI:

•HQ Approver goes back and selects the ABE2 Line Item

Re

Man

UIC : 21847 UIC Name: CVN 74 JOHN C STENNIS

Submitted on Behalf Of Information

Name:

UIC : UIC Name:

Destination Information

Manpower Claimant : COMPACFLT

UIC : 21847 UIC Name: CVN 74 JOHN C STENNIS

Line Items (5 line items) Refresh Grid Select All Clear All Add Delete Global Update

Select	<input type="checkbox"/>	HM2	E5	3	Select
Select	<input type="checkbox"/>	AO3	E4	3	Select
Select	<input type="checkbox"/>	111X	O2	4	Select
Select	<input type="checkbox"/>	210X	O3	2	Select
Select	<input checked="" type="checkbox"/>	ABE2	E2	10	Select

Requirement Status Summary (Total Requirements: 22)

Status	Current Requirements	Percentage	
Select Additional Info Required	1	4.55%	Select
Select Additional Info Required By Claimant	4	18.18%	Select
Select Rejected	1	4.55%	Select
Select Reviewed By HQ	15	68.18%	Select
Select Planned for Internal Sourcing	1	4.55%	Select

Line Item - Microsoft Internet Explorer

HMCMPs RTM Version 4.0 User: APPROVE HQ UIC: 00011 Role: Approve Help

Line Item Update Line item Comments Audit Log Close Line Item

Request
CRI: 11

Line Item
Rating/

- HQ Approver selects 2 of the ABE2 requirements.
- Select "Global Update"

Requirements (10 requirements) Refresh Grid Select All Clear All Add Delete Global Update

Select	RTN	Begin Date	End Date	Appr. Thru	BLN	Paragraph	Line	Crisis Code	Recall Status	Status	Updated	
Select <input checked="" type="checkbox"/>	EF-1104-0013	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select
Select <input checked="" type="checkbox"/>	EF-1104-0014	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select
Select <input type="checkbox"/>	EF-1104-0015	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select
Select <input type="checkbox"/>	EF-1104-0016	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select
Select <input type="checkbox"/>	EF-1104-0017	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select
Select <input type="checkbox"/>	EF-1104-0018	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select
Select <input type="checkbox"/>	EF-1104-0019	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select
Select <input type="checkbox"/>	EF-1104-0020	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select

Requirement Status Summary (Total Requirements: 10)

	Status	Current Requirements	Percentage	
Select	Reviewed By HQ	10	100.00%	Select

Requirement Global Update -- Web Page Dialog

NMCMPS RTM Version 4.0

User: APPROVE HQ

UIC: 00011

Role: Approve

Help

Request Status: Reviewed By HQ

Requestor Information

Personnel Need

Destination

Orders Information

Billet Information

By Name Candidate

Review Information

Recommendations

Source History

Update Errors

Requestor

Requestor Name: REQUESTOR (STENNIS)

UIC : 21847

UIC Name: CVN 74 JOHN C STENNIS

Submitted on Behalf Of

Requestor Name:

UIC :

UIC Name:

Manpower Claimant: COMPACFLT

Authorized By: CAPT JONES

CRI: 1104

Edit Status

Edit Requirement(s)

Save

Cancel

Close

* REQUIRED FIELDS

— TRANSFERRED TO NIPRNET

•Select “Edit Status”

Status -- Web Page Dialog

Current Status: Reviewed By HQ Recall Status:

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: <input checked="" type="checkbox"/>	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input checked="" type="checkbox"/>
Submitted To <input type="text"/> : <input checked="" type="checkbox"/>	Validated To HQ: <input checked="" type="checkbox"/>	Approved: <input type="checkbox"/>
Planned For Internal Sourcing: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Validated To Claimant : <input checked="" type="checkbox"/>	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		
Rejected: <input type="checkbox"/>		
Canceled: <input type="checkbox"/>		

[Refresh](#) [Save](#) [Close](#)

- Notice: Approver can Approve or Deny the requirement, as well as send it back to requestor for "Additional Info Required"
- NOTE: Will "Deny" these 2 as directed by the Admiral.

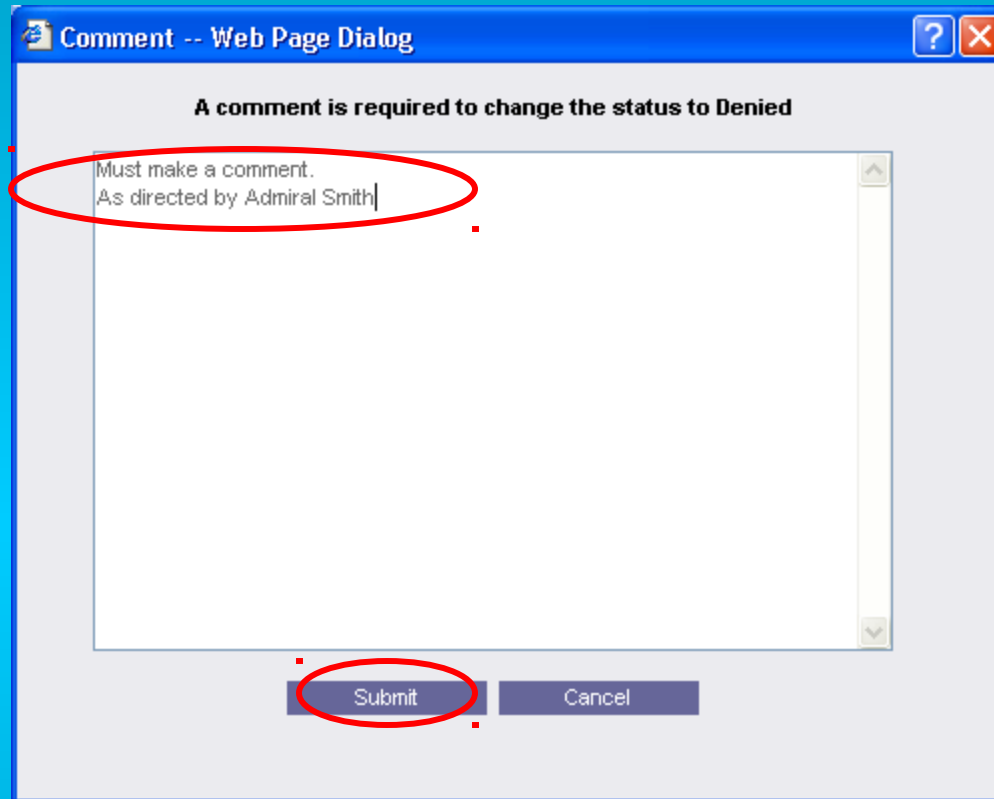
Status -- Web Page Dialog

Current Status: Reviewed By HQ Recall Status:

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: <input checked="" type="checkbox"/>	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input checked="" type="checkbox"/>
Submitted To <input type="text"/> : <input checked="" type="checkbox"/>	Validated To HQ: <input checked="" type="checkbox"/>	Approved: <input type="checkbox"/>
Planned For Internal Sourcing: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>	Denied: <input checked="" type="checkbox"/>
Validated To Claimant : <input checked="" type="checkbox"/>	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		
Rejected: <input type="checkbox"/>		
Canceled: <input type="checkbox"/>		

[Refresh](#)

- To deny requirement(s), approver selects “Denied” then “Save”.



- Pop-up Window appears.
- You MUST make a comment if you deny a requirement.
- Then "Submit"

Status -- Web Page Dialog

Current Status: Denied **Recall Status:**

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: <input checked="" type="checkbox"/>	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input checked="" type="checkbox"/>
Submitted To <input type="text"/> : <input checked="" type="checkbox"/>	Validated To HQ: <input checked="" type="checkbox"/>	Approved: <input type="checkbox"/>
Planned For Internal Sourcing: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>	Denied: <input checked="" type="checkbox"/>
Validated To Claimant : <input checked="" type="checkbox"/>	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		
Rejected: <input type="checkbox"/>		
Canceled: <input type="checkbox"/>		

Sourcing
Sourced:

[Refresh](#) **Re-open** **Close**

- Notice: Current status immediately changes to “Denied” status
- The requirement will now display in the “requestor’s inbox” with a denied status.
- Also notice the addition of a “Re-Open” button.
- This allows HQ to “Re-Open” the requirement, reverting status back to “Reviewed by HQ”. Used to re-open requirement for various reasons after decision was initially made to deny the requirement.

Line Item - Microsoft Internet Explorer

HMCMPs RTM Version 4.0 User: APPROVE HQ UIC: 00011 Role: Approve Help

Line Item [Update Line Item](#) [Comments](#) [Audit Log](#) [Close Line Item](#)

[Request Information](#)
 CRI: 1104 Date Created: 2004.04.07 Authorized By: CAPT JONES Requestor: REQUESTOR (STENNIS)

[Line Item Information](#)
 Rating/Designator : ABE2 NEC/NOBC : Pay Grade: E2 Quantity: 10

Requirements (10 requirements) [Refresh Grid](#) [Select All](#) [Clear All](#) [Add](#) [Delete](#) [Global Update](#)

Select	RTN	Begin Date	End Date	Appr. Thru	BIN	Paragraph	Line	Crisis Code	Recall Status	Status	Updated	
Select <input type="checkbox"/>	EF-1104-0013	2004.06.01	2006.05.31					9FG		D	2004.04.08	Select
Select <input type="checkbox"/>	EF-1104-0014	2004.06.01	2006.05.31					9FG		D	2004.04.08	Select
Select <input type="checkbox"/>	EF-1104-0015	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select
Select <input type="checkbox"/>	EF-1104-0016	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select
Select <input type="checkbox"/>	EF-1104-0017	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select
Select <input type="checkbox"/>	EF-1104-0018	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select
Select <input type="checkbox"/>	EF-1104-0019	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select
Select <input type="checkbox"/>	EF-1104-0020	2004.06.01	2006.05.31					9FG		RVD	2004.04.08	Select

Requirement Status Summary (Total Requirements: 10)

Status	Current Requirements	Percentage	
Select Denied	2	20.00%	Select
Select Reviewed By HQ	8	80.00%	Select

- Notice now there are now 2 of the 10 ABE2 requirements in a Denied Status.
- Close Line Item

Request - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: APPROVE HQ UIC: 00011 Role: Approve Help

Request [Delete Request](#) [Update Request Info](#) [Comments](#) [Audit Log](#) [Close Request](#)

CRI: 1104 Date Created: 2004.04.07 Authorized By: CAPT JONES [Create Approval Package](#)

UIC : UIC Name:

[Destination Information](#)

Manpower Claimant : COMPACFLT

UIC : 21847 UIC Name: CVN 74 JOHN C STENNIS

Line Items (5 line items) [Refresh Grid](#) [Select All](#) [Clear All](#) [Add](#) [Delete](#) [Global Update](#)

Select	<input type="checkbox"/>	HM2	E5	3	Select
Select	<input type="checkbox"/>	A03	E4	3	Select
Select	<input type="checkbox"/>	111X	O2	4	Select
Select	<input type="checkbox"/>	210X	O3	2	Select
Select	<input type="checkbox"/>	ABE2	E2	10	Select

Requirement Status Summary (Total Requirements: 22)

Status	Current Requirements	Percentage
Select Additional Info Required	1	4.55%
Select Additional Info Required By Claimant	4	18.18%
Select Rejected	1	4.55%
Select Reviewed By HQ	15	68.18%
Select Planned for Internal Sourcing	1	4.55%

- Notice there are still 15 requirements in a “Reviewed By HQ” status
- Select “Refresh Grid”

Request - Microsoft Internet Explorer

HMCMPs RTM Version 4.0 User: APPROVE HQ UIC: 00011 Role: Approve [Help](#)

Request [Delete Request](#) [Update Request Info](#) [Comments](#) [Audit Log](#) [Close Request](#)

CRI: 1104 Date Created: 2004.04.07 Authorized By: CAPT JONES [Create Approval Package](#)

[Destination Information](#)
Manpower Claimant : COMPACFLT
UIC : 21847 **UIC Name:** CVN 74 JOHN C STENNIS

Line Items (5 line items) [Refresh Grid](#) [Select All](#) [Clear All](#) [Add](#) [Delete](#) [Global Update](#)

	Select	Rating/Desig.	NEC/NOBC	Pay Grade	Qty	
Select	<input type="checkbox"/>	HM2		E5	3	Select
Select	<input type="checkbox"/>	A03		E4	3	Select
Select	<input type="checkbox"/>	111X		O2	4	Select
Select	<input type="checkbox"/>	210X		O3	2	Select
Select	<input type="checkbox"/>	ARF2		F2	10	Select

Requirement Status Summary (Total Requirements: 22)

	Status	Current Requirements	Percentage	
Select	Additional Info Required	1	4.55%	Select
Select	Additional Info Required By Claimant	4	18.18%	Select
Select	Denied	2	9.09%	Select
Select	Rejected	1	4.55%	Select
Select	Reviewed By HQ	13	59.09%	Select

- After Refreshing Grid, notice that the 2 just denied are now reflected as such.
- Now to "Approve" the remaining 13 requirements as directed by the Admiral, "Select" the 13 in a "Reviewed By HQ" status

StatusGroup - Microsoft Internet Explorer

HMCMPs RTM Version 4.0 User: **APPROVE HQ** UIC: **00011** Role: **Approve** [Help](#)

Status Group [Close Status Group](#)

[Request Information](#)
CRI: 1104 **Date Created:** 2004.04.07 **Authorized By:** CAPT JONES **Requestor:** REQUESTOR (STENNIS)

[Status Information](#)
Status : Reviewed By HQ

Requirements (13 requirements) [Refresh Grid](#)

[Select All](#) [Clear All](#) [Delete](#) [Global Update](#)

Select	RTN	Begin Date	End Date	Appr. Thru	BIN	Paragraph	Line	Crisis Code	Status	Recall Status	Updated	
Select	<input checked="" type="checkbox"/>	EF-1104-0008	2004.06.01	2006.05.31				9FG	RVD		2004.04.08	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0009	2004.06.01	2006.05.31				9FG	RVD		2004.04.08	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0010	2004.06.01	2006.05.31				9FG	RVD		2004.04.08	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0011	2004.06.01	2006.05.31				9FG	RVD		2004.04.08	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0012	2004.06.01	2006.05.31				9FG	RVD		2004.04.08	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0015	2004.06.01	2006.05.31				9FG	RVD		2004.04.08	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0016	2004.06.01	2006.05.31				9FG	RVD		2004.04.08	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0017	2004.06.01	2006.05.31				9FG	RVD		2004.04.08	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0018	2004.06.01	2006.05.31				9FG	RVD		2004.04.08	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0019	2004.06.01	2006.05.31				9FG	RVD		2004.04.08	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0020	2004.06.01	2006.05.31				9FG	RVD		2004.04.08	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0021	2004.06.01	2006.05.31				9FG	RVD		2004.04.08	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0022	2004.06.01	2006.05.31				9FG	RVD		2004.04.08	Select

- Again, in the Status Group window, "Select All"
- Global Update

Requirement Global Update -- Web Page Dialog

NMCMPS RTM Version 4.0 User: APPROVE HQ UIC: 00011 Role: Approve Help

Request Status: Reviewed By HQ

▼ Requestor Information

▼ Personnel Need

▼ Destination

▼ Orders Information

▼ Billet Information

▼ By Name Candidate

▼ Review Information

▼ Recommendations

▼ Source History

▼ Update Errors

Requestor

Requestor Name: REQUESTOR (STENNIS)

UIC : 21847

UIC Name: CVN 74 JOHN C STENNIS

Submitted on Behalf Of

Requestor Name:

UIC :

UIC Name:

Manpower Claimant: COMPACFLT

Authorized By: CAPT JONES

CRI: 1104

Edit Status Edit Requirement(s) Save Cancel Close * REQUIRED FIELDS — TRANSFERRED TO NIPRNET

•Again, select “Edit Status”

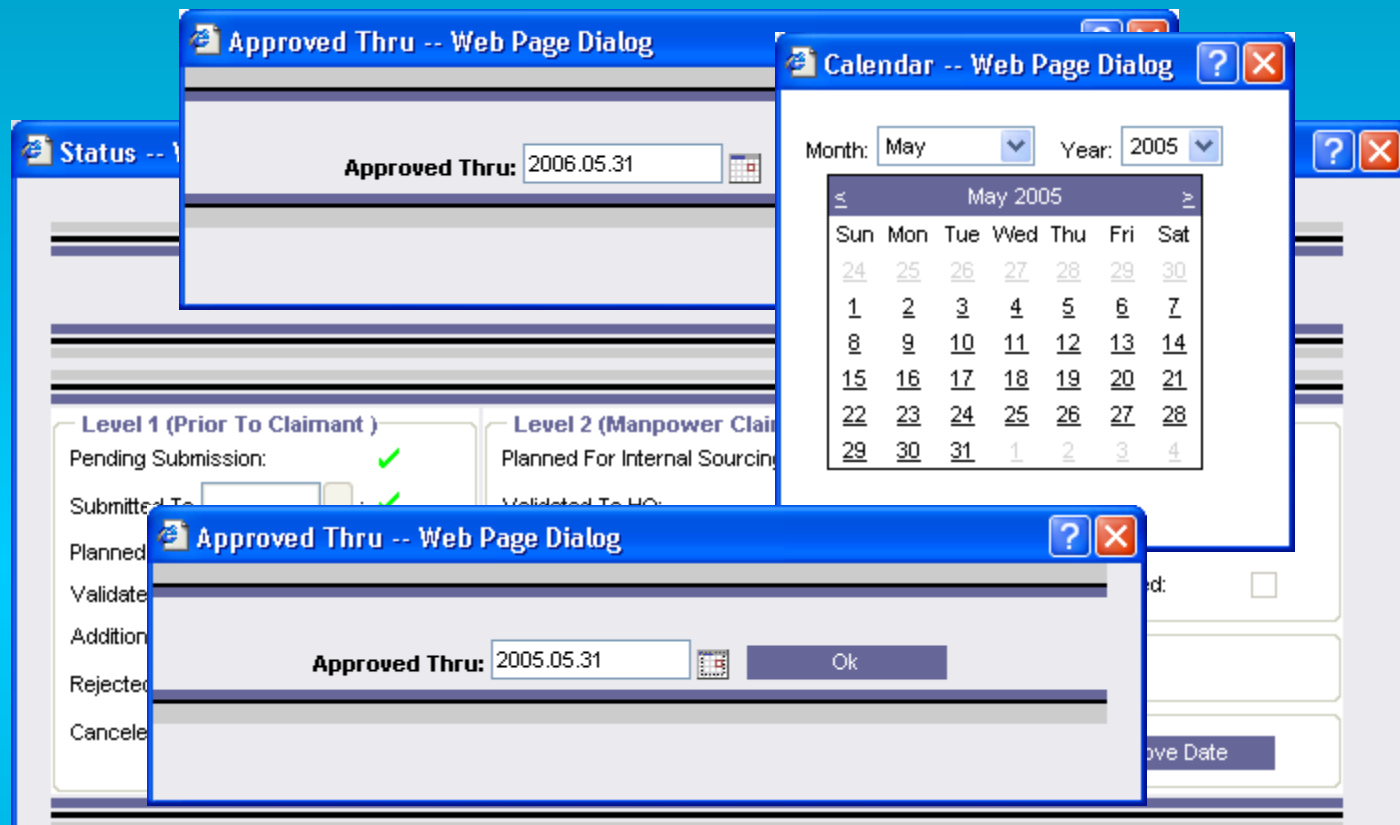
Status -- Web Page Dialog

Current Status: Reviewed By HQ Recall Status:

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: ✓	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: ✓
Submitted To <input type="text"/> : ✓	Validated To HQ: ✓	Approved: <input checked="" type="checkbox"/>
Planned For Internal Sourcing: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Validated To Claimant : ✓	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		
Rejected: <input type="checkbox"/>		
Canceled: <input type="checkbox"/>		

[Refresh](#)

- Approver indicates "Approved"
- Select "Save"



- Once select Approved, then calendar pops up for selection of "Approved Thru date. Approved requirement to approved for sourcing only till selected date.
- Note in example, requirement was identified by requestor to be required till 2006.05.31. The HQ Approver, using calendar, approves requirement only thru 2005.05.31. Then clicks OK.

Status -- Web Page Dialog

Current Status: Approved **Recall Status:**

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: <input checked="" type="checkbox"/>	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input checked="" type="checkbox"/>
Submitted To <input type="text"/> : <input checked="" type="checkbox"/>	Validated To HQ: <input checked="" type="checkbox"/>	Approved: <input checked="" type="checkbox"/>
Planned For Internal Sourcing: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Validated To Claimant : <input checked="" type="checkbox"/>	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		
Rejected: <input type="checkbox"/>		
Canceled: <input type="checkbox"/>		

Sourcing
Sourced:

Re-Approval
Modify Approve Date

[Refresh](#) [Close](#)

- Requirement is now Approved, but only thru 2005.05.31.
- Beginning 9- days prior to 2005.05.31, this requirement will appear in the approvers "inbox" as Requires Attention with a status of "Reapproval Lapses <90 Days".
- At which time, HQ Approver reviews the requirement, makes recommendation to the Admiral. Can then "Modify Approve Date" as directed by the Admiral.

- Once requirement is “Approved” the HQ Sourcing now has requirement for action
- Sourcing will be covered in the Lessons developed for the Sourcing Module.
- NOTE: Every 2 hours the information on the Approved Requirements are exported into the unclassified Sourcing Module.
- At the same time, information from the unclassified Sourcing Module is imported into the classified Requirements Tracking Module.
- This sequence updates the RTM with the sourcing status and history for each requirement.

SUPPORT



Additional documentation can be found in the NMCMPs Help files.

For any questions regarding this system please call IDEAMATICS, Inc at 1-800-247-IDEA or (703) 903-4972.